

SPG Parent-Teacher Meetings & Parent Teacher Online (PTO) August 2017

The PTO system will be available for bookings immediately (for SPG meetings only).

Your login ID and PIN are new for each round of meetings.

Log In: «LoginName»

Password: «Pin»

Dear SPG Parents,

Welcome to the second round of Parent Teacher Meetings for 2017. As you have been made aware, due to Michelle Pinxt's maternity leave, we have re-arranged the dates available for SPG Parent Teacher Meetings and Student Support Groups (SSGs). **Your access to PTO will be effective immediately**, but please note the following:

1. You will notice once you log in to PTO that you still have the option of booking Primary specialist meetings with Jason brown, Scott Mealy and/or Rachel Jaraba on the dates for Parent Teacher Meetings set in September when the remainder of the school will have their meetings. If you are interested in seeing any of these teachers, feel free to book those appointments now. Other parents will be informed of their log in details at a later time.
2. If you have children in other classes and year levels throughout the school, PLEASE DO NOT BOOK THEIR MEETINGS YET. Other teachers have not yet had a chance to check their class lists and I am yet to set up a number of classes and structures for all other year levels. Please wait until you get the whole school email regarding PTO's readiness for general bookings.

How to book your meetings

Method 1: PTO App (for all smart phones & tablets/iPads)

- Go to the Apple App Store or Google play and search for PTO (Parent Teacher Online). Download.
- Open the app and select the region 'Australia' and then select 'Done'.
- Add a school by entering the MECS school code **67775**.
- Read the user instructions at the following website: <http://parentteacheronline.com.au/pto-mobile-app-user-guide/>
 - Log in with your details (at the top of this letter). Make appointments as per instructions at the website mentioned above. Bring your smart phone with you to appointments to have easy access to your meeting schedule!
 - **Note* - some parents prefer to book on the website (as per below) but then utilise the app to have on hand to remind them of their appointments on the day.*

Method 2: (for laptops/computers)

- Click on this direct link:
<https://bookings.parentteacheronline.com.au/Logon2.aspx?ReturnUrl=%2fdefault.aspx%3fschool%3d67775&school=67775>
- Enter your surname/Log In and PIN (provided at the top of this email).
- Full instructions are provided to you after log in.

Please note the following points:

- You will only see time slots that are *available* at the time you are using the system. As time slots are booked by parents, those time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in time order for printing. You can log in and *change bookings* any time **up to 3pm on the day BEFORE your meetings**. If you urgently need to change a booking after this time please contact the Main school office.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.

I hope that you find PTO simple and effective use, but if you encounter any problems, please contact the school office by phone on 9738 6000, or by email to office@mecs.vic.edu.au.

Corrie Irons

Admin Support